

# **COMMUNICATION 104: ORAL COMMUNICATION**

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**Spring 2020**

Missouri Western State University  
College of Liberal Arts and Sciences  
Department of Communication Studies and Journalism

## **COURSE OBJECTIVES AND OUTCOMES**

1. Students will gain an understanding of rhetorical and communication theory, including (a) communication processes; (b) verbal communication; (c) nonverbal communication; and (d) listening.
2. Students will gain the ability to engage in critical listening and thinking.
3. Student will gain an understanding of social and personal relationships, including the role of communication in the development, maintenance, and transformation of relationships.
4. Students will gain an understand of the social uses and functions of media and technology in everyday life.
5. Students will gain an understand of public discourse and the ability to accomplish the following: (a) analyze audiences; (b) locate, organize, evaluate, and synthesize information from print, electronic, and digital sources; (c) develop effective arguments; (d) develop effective introductions and conclusions; (e) effectively deliver information publically.
6. Students will gain an awareness and understanding of being active, creative, ethical, and culturally-aware citizens.

## **NCA LEARNING OUTCOMES**

LOC #1: Describe the communication discipline and its central questions

LOC #2: Employ communication theories, perspectives, principles, and concepts

LOC #4: Create messages appropriate to the audience, purpose, and context

LOC #5: Critically analyze messages

LOC #6: Demonstrate the ability to accomplish communication goals

LOC #8: Utilize communication to embrace difference

## COURSE REQUIREMENTS

1. *Readings.* Complete required reading assignments.
2. *Class Attendance and Classroom Participation.* Class attendance and classroom participation are strongly encouraged. Indeed, for this course to be what it should for you, class attendance and classroom participation are a minimum condition necessary to benefit from the participatory nature of the classroom discussion and interaction.
3. *Examinations One, Two, and Three.* The examinations will cover all assigned readings, lecture material, and classroom discussions.
4. *Informative Speech.* You will deliver a speech intended to develop understanding of a topic through definition, clarification, or explanation of a process.
5. *Analysis Paper.* You will have the opportunity to conduct an analysis of human interaction using the theory and knowledge gained throughout the semester. Specific details will be provided in class.

## GRADING AND PHILOSOPHY

|                    |     |            |
|--------------------|-----|------------|
| Examination One    | 20% | 100 Points |
| Informative Speech | 20% | 100 Points |
| Examination Two    | 20% | 100 Points |
| Examination Three  | 20% | 100 Points |
| Analysis Paper     | 20% | 100 Points |

|           |   |
|-----------|---|
| 90-100%   | A |
| 80-89%    | B |
| 70-79%    | C |
| 60-69%    | D |
| Below 60% | F |

“C” work is done on time, with attention given to the specific requirements of the assignment, and manifests average involvement with the course content. A “B” includes all of the characteristics of “C” work, but also reflects superiority and dedication observable in the product the student offers. An “A” is reserved for work which includes all of the characteristics of “C” and “B” work but which also manifests excellence, creativity, and evidence of meticulous preparation.

## REQUIRED READING

Duck, S. W., & McMahan, D. T. (2021). *Communication in everyday life: The basic course edition with public speaking* (Third edition). Thousand Oaks, CA: Sage.

## **COURSE SCHEDULE**

### **Week One**

#### **An Overview of Communication**

Read: Duck and McMahan, Chapter One

#### **Identities, Perceptions, and Communication**

Read: Duck and McMahan, Chapter Two

### **Week Two**

#### **Nonverbal Communication**

Read: Duck and McMahan, Chapter Three

#### **Verbal Communication**

Read: Duck and McMahan, Chapter Four

### **Week Three**

#### **Culture and Communication**

Read: Duck and McMahan, Chapter Five

#### **Listening and Critical Thinking**

Read: Duck and McMahan, Chapter Six

### **Week Four**

#### **Review for Examination One**

#### **Examination One**

### **Week Five**

#### **Preparing for a Public Presentation**

Read: Duck and McMahan, Chapter Twelve

### **Week Six**

#### **Developing a Public Presentation**

Read: Duck and McMahan, Chapter Thirteen

#### **Giving Informative and Persuasive Talks**

Read: Duck and McMahan, Chapter Fourteen

**Week Seven**

**Delivering a Public Presentation**

Read: Duck and McMahan, Chapter Fifteen

**Examination Two**

**Week Eight**

**Informative Speeches**

**Week Nine**

**Informative Speeches**

**Week Ten**

**Spring Break**

**Week Eleven**

**Personal Relationships**

Read: Duck and McMahan, Chapter Seven

**Week Twelve**

**Personal Relationships (Continued)**

Read: Duck and McMahan, Chapter Seven

**Groups and Leaders**

Read: Duck and McMahan, Chapter Eight

**Week Thirteen**

**Communication in the Workplace**

Read: Duck and McMahan, Chapter Nine

**Interviewing**

Read: Duck and McMahan, Chapter Eleven

**Week Fourteen**

**Technology and Media in Everyday Life**

Read: Duck and McMahan, Chapter Ten

**Week Fifteen**

**Histories of Communication: The Communication Discipline and Earning a  
Communication Degree**

Read: Duck and McMahan, Appendix

**Finals Week**

**Examination Three**

**Analysis Paper Due**